

## The New Way To File Court Documents in Washington DC



## DC Superior Court Filings

- Civil One & Civil Two Cases – Mandatory
- Includes pending/active cases
- Case Initiation traditional filing method on paper
- Affidavits of service and writs are not eFiled

## Case Number Conversion

Old Case Number format: 05CA1234

New Case Number format: 2005 CA 001234 A

Please note: The new case number always contains  
a 4 digit year, 6 digit sequence number (leading zero)  
and case extender

## Civil One Case Type Extensions

- Asbestos: 2006 CA 001234 A
- Medical Malpractice: 2006 CA 001234 M
- Real Property: 2006 CA 001234 R(RP)

## Civil Two Case Type Extensions\*

- Title 47: 2006 CA 001234 L(RP)
- Eminent Domain: 2006 CA 001234 E(RP)
- Collection/Ins Granted: 2006 CA 001234 C
- Merit Personnel Act: 2006 CA 001234 P(MPA)
- Other Administrative Review: 2006 CA 001234 O

\*DC Superior Court Public Access: <https://www.dccourts.gov/pa>

## Administrative Order

- Administrative Order 06-17. It sets forth efilng Rules (EF Rules 1 through 13). This Order can be found at:  
<http://www.dccourts.gov/dccourts/docs/06-17.pdf>
- Electronic signature – typographical/signature image
- CFX filing is deemed filed & served upon submission
- 24x7 Filing
- Judges will send electronic orders

## Administrative Order

- Do not write-protect Proposed Orders
- eMail copy of proposed order to judges email box (in native format, ie word or word perfect)
- judge[last name]eserve@dcsc.gov  
magistratejudge[last name]eserve@dcsc.gov
- The subject line should contain only the case number followed by the case name
- Filing over 25 pages, mail a hard copy to the judge

## Administrative Order

- Merge supporting documents & exhibits
- Filing with all documents under 25 pages can be in one pdf – “Lead Document”
- Filing with all documents greater than 25 pages:
  - Lead Document uploaded first
  - All supporting documents must be in separate pdf



## Most Common Reasons for Filing Rejection

- Case number not found (Submitted Case Number not found in CourtView)
- Bar number not found (Filer\_Missing)
- Signature does not conform to standards
- Missing Certificate of Service

## Important Things to Remember

- Pro Hac bar number “999999”
- Select the correct document type
- Search for attorney & judge to add to the service list
- Do not enter party information
- Save your documents with names that reflect the nature of the document - e.g., CRD, Witness List, Answer, Opposition

## Acceptable Signatures

“/s/ name of attorney”, scanned image, or digital signature and must be above the signature line:

/s/ Brad Smith

Brad Smith, DC Bar Number: 999999

Smith & Jones, LLC

1200 Pennsylvania Ave

Washington, DC 20006

(202) 879-0000

[brad.smith@aol.com](mailto:brad.smith@aol.com)

\* Please put email address, phone number, and bar number on all filings

## 360 Degrees of eFiling

Attorney eFiles – Pleadings, Motions, Exhibits and Attachments

Accesses the Internet

www.casefilexpress.com

Accepts Filing



Attorneys/Paralegals

EFSP

EFM

Clerk

Clerk emails – Acknowledgements and Confirmations



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# Acknowledgement eMail

Filing Trace Number ED301J020007043 has been received by the eFiling for Courts - Message (Plain Text)



File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Attachments Print Delete Undo Redo

Extra line breaks in this message were removed.

From: eFiling@efilingforcourts.com

To: tammy@cfxpress.com

Cc:

Subject: Filing Trace Number ED301J020007043 has been received by the eFiling for Courts

Sent: Tue 1/30/2007 3:19 PM

PLEASE DO NOT REPLY TO THIS E-MAIL.

This email acknowledges that a filing with the following information was received from the Electronic Filing Service Provider and has been transmitted successfully to eFiling for Courts:

eFiling for Courts Received Date/Time: Tuesday, January 30, 2007 4:18 PM Delivered to Court: Civil Actions Time Zone of Jurisdiction: (GMT-05:00) Eastern Time (US & Canada) Trace Number: ED301J020007043 EFSP Submission Date/Time: Tuesday, January 30, 2007 4:18 PM Cause Number: 2003 CA 001471 B  
Style/Case Name: The Okie Dokie case  
Title of Document: Test Sevenb.pdf

Thank you,  
eFiling for Courts

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**Filing Trace Number ED301J020006483, Motion Filed:, CONFIRMATION, Civil Actions - Message (Plain Text)**

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Reply Reply to All Forward [Icons]

From: notifications@cfxpress.com Sent: Tue 10/31/2006 8:09 AM  
To: Aprille A. Sherman  
Cc:  
Subject: Filing Trace Number ED301J020006483, Motion Filed:, CONFIRMATION, Civil Actions

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This e-mail serves as your receipt.

**FILING INFORMATION**

Cause/Case Number: 2004 CA 002879 L(RP)  
Document Type: Motion Filed:  
Filing Attorney: William W Waller  
Client Matter #: 146866  
Style/Case Name: Mooring Tax Asset Group v. Michael Jerome Marshall  
Sealed Document: No

Status: CONFIRMATION  
Date of Status: Tuesday, October 31, 2006 8:08 AM  
Court Assignment: D.C. Superior Court  
Filing Trace #: ED301J020006483  
Comments:

\*In order to have a copy of your filing, access the following URL and download your filing:  
<https://www.casefilexpress.com/cfxDc/ReviewStatus.aspx>

**\*\*Filing Status Legend**  
Confirmation - Your filing has been reviewed and accepted by the clerk.  
Alert - Your filing has been reviewed and rejected by the clerk.

**PAYMENT INFORMATION**

Payment Method: VISA  
Amount: \$35.79  
Payment Status: paid



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# Alert eMail

Filing Trace Number ED301J020006482, Motion Filed:, ALERT, Civil Actions - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: notifications@cfxpress.com Sent: Fri 10/27/2006 8:13 AM  
To: Aprille A. Sherman  
Cc:  
Subject: Filing Trace Number ED301J020006482, Motion Filed:, ALERT, Civil Actions

DO NOT REPLY TO THIS E-MAIL.

FILING INFORMATION  
Cause/Case Number: 2004 CA 002879 L(RP)  
Document Type: Motion Filed:  
Filing Attorney: William W Waller  
Client Matter #: 146866

Status: ALERT  
Date of Status: Friday, October 27, 2006 8:12 AM  
Filing Trace #: ED301J020006482  
Comments: Papers Do Not Comply with Rules of the Court

**\*\*Filing Status Legend**  
Confirmation - Your filing has been reviewed and accepted by the clerk.  
Alert - Your filing has been reviewed and rejected by the clerk.

start Proof of Service for C... Filing Trace Number E... 9:57 AM

Re: Electronic Service of Copies for Cause 2004 CA 007983 A - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

You replied on 8/31/2005 8:33 PM.

From: Koutras, James G. [JKoutras@McCarter.com]  
 To: notifications@cfexpress.com  
 Cc:  
 Subject: Re: Electronic Service of Copies for Cause 2004 CA 007983 A

Sent: Wed 8/31/2005 3:16 PM

-----Original Message-----

From: notifications@cfexpress.com <notifications@cfexpress.com>  
 To: Koutras, James G. <JKoutras@McCarter.com>  
 Sent: Wed Aug 31 16:06:44 2005  
 Subject: Electronic Service of Copies for Cause 2004 CA 007983 A

DO NOT REPLY TO THIS E-MAIL.

James Koutras,

Electronic Service of Copies information follows for Cause/Case 2004 CA 007983 A:

EFSP Submission Date/Time: 08/31/2005 04:05:44 PM  
 eFiling for Courts Received Date/Time:  
 eFiling for Courts Delivered to Court: DCSC - Civil 1  
 Name of Serving Party: Jeannie P Kauffman  
 Cause/Case Number: 2004 CA 007983 A  
 Court Assignment: D.C. Superior Court  
 Style/Case Name: JAMES L. FORTUNE, JR., Surviving Child and Personal Representative of the Estate of JAMES L. FORTUNE, SR.  
 v.  
 JOHN CRANE-HOUDAILLE, INC., et al.  
 Filing Trace Number: ED301J000003993  
 Document Type: Certificate Regarding Discovery Filed  
 Title of Document: 08-31-05 DC Fortune Case Notice of Videotaped Depo of Howard Ayer.pdf  
 Attachment(s): 08-31-05 - Exhibit 1.pdf, 08-31-05 - Exhibit A.pdf, 08-31-05 - Exhibit B.pdf, 08-31-05 - Exhibit C.pdf, 08-31-05 - Exhibit D.pdf, 08-31-05 - Exhibit 2.pdf

Access the following URL in order to view these documents:  
<https://www.casefilexpress.com/cfxDc/ReviewStatus.aspx?tab=Inbox>

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Adobe Reader - [ProofOfService\_20061207145842685\_2157 pdf.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 118% Help Search Web Adobe Reader 7.0

eFiling for Courts - Electronic Service of Copies

Proof of Service

Jurisdiction: Civil Actions  
 Cause Number: 2004 CA 000123 B  
 Trace Number: ED301J020150538  
 Court Assignment: D.C. Superior Court  
 Style/Case Name: John Smith v. ABC Corporation  
 Date and Time of Service: 12/07/2006 03:58:41 PM  
 Serving Party Name: Danny Glover  
 Documents:  
 John Smith MSJ.pdf  
 Exhibit A1.pdf

Parties of Record	Delivery Type
Lilly Tomlin CaseFile Xpress	Electronic
Jerry Seinfeld CaseFile Xpress	Electronic
Cicely Tyson CaseFile Xpress	Electronic
James Spader CaseFile Xpress	Electronic
Candace Bergen CaseFile Xpress	Electronic
Laurence Fishburne CaseFile Xpress	Electronic

1 of 1

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## Review Filings - Microsoft Internet Explorer

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Support: (877) 433-4533



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Displaying records 1 to 4 of 4

« < Page 1 of 1 > »

Case Number	Serving Party	Filing Trace #	Date Serviced	Status	Date of Last Status	Action
DCSC - Civil 1 D.C. Superior Court 2001 CA 000999 A	Bergen, Candace	ED301J000004776	03/28/2006 3:38 AM	Notified	03/28/2006 3:38 AM	<a href="#">Retrieve</a>
DCSC - Civil 1 D.C. Superior Court 2002 CA 000789 R(RP)	Fishburne, Laurence	E5002S00000211	03/28/2006 3:32 AM	Notified	03/28/2006 3:33 AM	<a href="#">Retrieve</a>
DCSC - Civil 1 D.C. Superior Court 2002 CA 000123 B	Spader, James	E5002S00000207	03/28/2006 3:27 AM	Notified	03/28/2006 3:27 AM	<a href="#">Retrieve</a>
DCSC - Civil 1 D.C. Superior Court 2002 CA 000123 B	Bergen, Candace	E5002S00000203	03/28/2006 3:21 AM	Notified	03/28/2006 3:22 AM	<a href="#">Retrieve</a>

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Done

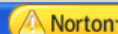
Internet



2 Internet Explorer

4 Microsoft Office ...

Microsoft PowerPoint ...



100%



9:43 PM

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Displaying records 1 to 4 of 4

<< < Page 1 of 1 > >>

Jurisdiction/Court	Case Number	Serving Party	Filing Trace #	Date Served
DCSC - Civil 1 D.C. Superior Court	2002 CA 000123 B	Glover, Danny	<a href="#">ES002500000185</a>	03/24/2006 10:08 PM
DCSC - Civil 1 D.C. Superior Court	2002 CA 001234 A	Glover, Danny	<a href="#">ES002500000177</a>	03/20/2006 10:08 AM
DCSC - Civil 1 D.C. Superior Court	2002 CA 001234 B	Glover, Danny	<a href="#">ES002500000173</a>	03/20/2006 10:07 AM
DCSC - Civil 1 D.C. Superior Court	2006 CA 000123 A	Glover, Danny	<a href="#">ED3013000004744</a>	02/24/2006 9:18 PM

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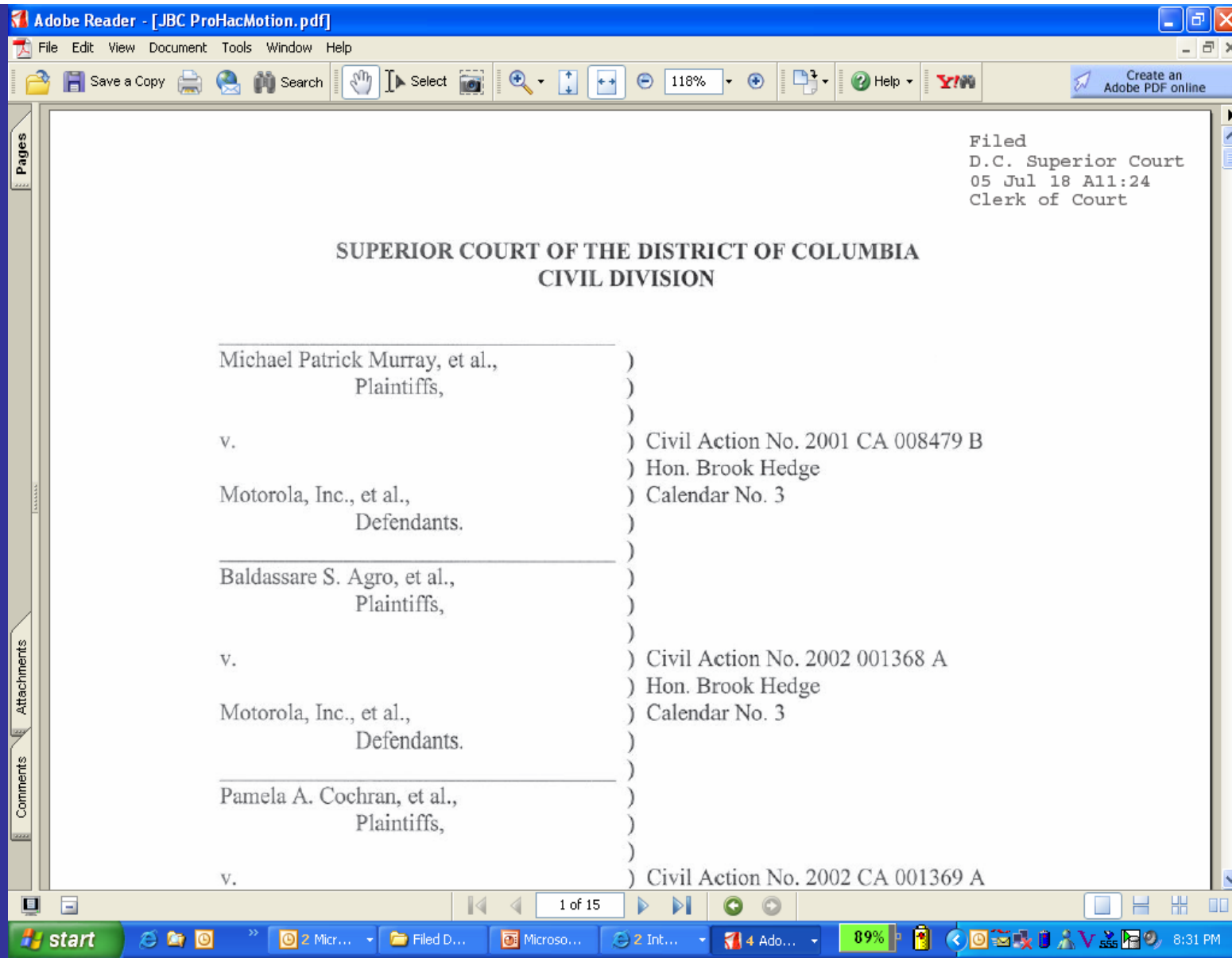


Internet

start



10:24 PM



## Prices for eFiling

- Traditional filing fees remain the same
- \$6.00 eFiling fee
- \$4.00 CaseFileXpress fee
- \$5.00 eService fee (no matter how many parties)
- \$8.00 *eServe Discovery* (no matter how many parties)

## Court Information for eFiling

### DC Superior Court Contact

Judge Hedge

Email: [efile@dcsc.gov](mailto:efile@dcsc.gov)

[www.dccourts.gov/efiling](http://www.dccourts.gov/efiling) (FAQs)

## CaseFileXpress Information

- Toll Free – 877-433-4533; (877-I-eFiled)  
(24x7 phone support)
- [info@cfxpress.com](mailto:info@cfxpress.com)
- [www.casefilexpress.com](http://www.casefilexpress.com)

Demo Website: <http://demo.cfxpress.com>

Password: “password2”

User-ids

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maggie

janiston

courtneycox

mgibson

ltomlin

User-ids

jseinfeld

glopez

morganf

kbates

lfishburne

shoffman

User-ids

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bwhite

spader

cbergen

wshatner

ctyson